

Capital Improvement Planning Committee
September 25, 2008
Slade Building

Present: Diane Lanney, Vice Chairman; Sue Motta, Finance Committee Representative; Bill Murray and Greg Cravedi. Debra Roussel, Town Administrator and Residents Walter Ducharme and Paul Hale.

Absent: Karen Chick, Town Accountant Ex Officio Member

Meeting called to order at 6:15 p.m.

On a motion by Bill Murray, seconded by Greg Cravedi, the Committee voted unanimously to ask Diane Lanney to continue to serve as Vice Chair until two new members representing the Board of Selectmen (BOS) and Planning Board (PB) are sworn in and then proceed with election of officers.

Diane Lanney thanked Paul Hale for his years of dedicated service and leadership on the Committee. The Committee echoed Ms. Lanney's appreciation, applauding Mr. Hale.

On a motion by Bill, seconded by Greg, the committee unanimously approved the minutes of April 3, 2008, as written.

Ms. Roussel brought forth a question on the May 22, 2008 meeting minutes, believing the Committee voted to approve the Annual Report as submitted at that meeting, allowing it to be submitted in time for the Town Report. Committee members Greg Cravedi, Bill Murray and Kevin Motta present that evening were in agreement. Ms. Roussel to submit revision for next meeting.

Facilities Plan was distributed and reviewed. Diane Lanney noted corrections needed on first bullet on Page 2, which should read 3.43 acres in total and third bullet on that same page completed to show the facilities are heated by electric heat.

Caleb Langor, representing the Planning Board entered the meeting. Caleb noted he had not yet been sworn in and therefore could not formally participate this evening.

Diane Lanney referenced letter from Beauvais for property at 10 Gardner Road from April of 2008 offering the property to the Town. Ms. Lanney indicated she, Building Inspector Larry Brandt and Fire Chief Seth Knipe had done a walk through of the property and building. Review of aerial map shows relationship to town recreation field and property on High Street which might provide access behind existing fire station. Building commercial grade, therefore nothing would have to be changed for use as EMT facility except two bathrooms need to be made handicapped accessible. Heating service was questioned, Bill Murray showing it as oil heat. Ms. Lanney to verify and confirm. Recommending lease to purchase, believe can be accomplished with funding currently used as lease for Breezy Hill space, which has major roof issues, including lack of maintenance attention by landlord. Also noted that current lease is at will and building is for sale, which is serious for the Town, as owners could sell the building and request we vacate without sufficient notice. It was believed Beauvais property could only serve

ambulance service or would require expansion of existing septic system and there is not sufficient land to develop.

Paul Hale requested permission to speak, noting concern with need for expansion of septic. Mr. Murray agreed that there is barely space for expansion proposed. Any further expansion of the building would require new septic and there is not sufficient land. Title V requires 1400 gallon flow a day. No expansion capability without new design for sewer system. Suggestion for using unused back section of recreation field for leach field voiced. Noted that addition of apparatus only would not change use, only if training facilities or offices included.

Analysis of pallet property on Route 68 reviewed. Paul Hale again requesting permission to speak, indicated need to add lock up facility if Town reaches population of 5,000. Mr. Hale reported BOS approached by Johnson on Route 68, which he believed may be a better site to provide space for both Fire and Ambulance; should be considered for potential for lease to purchase also. Concern with grade noted. Agreed to do similar analysis, to expand purview.

Kristy Casey, Select board representative entered the meeting.

Bill Murray proposed Town consider property currently in Chapter, which abuts the Town property housing the septic system for the Center School. The parcels are located across the street from the Highway Department, in the vicinity of 63 Worcester Road. Diane Lanney indicated she had spoken with the owners several times and they are very interested in the Town having first option. DCR abuts the parcels, therefore no potential for use of facility. Potential noted for expansion of septic, tripling our current capacity with a leach field. Nitrogen loading criteria requires 440 gal per day per acre, could create downtown municipal sewer system, ensuring DCR support and good potential for federal funding. All agreed the center of the Town is severely impacted, however could hold capacity for Town facilities only.

Diane Lanney indicated idea to rehabilitate current Fire Station as Police Station, noting it would require three telephone poles to connect to Beauvais' site. Ms. Lanney indicated possibility of contaminated soil, as had served as former site of highway barn, which would requiring additional funding if clean up required. Three parcels between the two sites, two of which are grand fathered through existing zoning with trailers. Agreed no enough room for police and administrative offices at that location, even with additional floors.

Bill Murray questioned if mandate existed from BOS, noting need for backing before moving forward again. Condition of Breezy Hill prompts action. Tie into Master Plan for clear direction before further study and recommendation.

Committee agreed to move forward with request for mandate on need for expansion of certain facilities and prioritization of projects. Discussed prior report done approximately ten years ago, however never moved forward. Committee agreed had accomplished a lot

over the last two years, getting debt policies established. Committee has independent authority from Town Meeting for recommendation. Suggestion to look at all options, recommending smaller steps to initialize.

Agreed need to relocate EMS from Breezy Hills a priority. Need the when, why and how answered.

Ms. Lanney indicated believed SB has ability to lease Beavais' without Town Meeting authority. Ms. Roussel indicated need to procure any leases. Mr. Murray indicated might meet exemption offered under 30B given proximity to other Town land.

Walter Ducharme requested permission to speak, noting the need for a marketing plan, needed as part of growth of town. Until town becomes part of planning process, won't buy in.

Need agreement from Board of Selectmen to proceed. Committee agreed need to put together a package for the SB and Finance Committee.

Discussed ability to purchase Cronholm parcels with CPA funds as Open Space, allowing exemption for use of town septic. Clarification needed on expense of Open Space allocation for Malone Road purchase.

Question on town owned land on Ragged Hill. Report from Ms. Lanney, noting she had met with Mr. Hale and suggested delay of sale until real estate market improved. Ms. Roussel indicated percs remaining to be completed in fall.

Bill Murray suggested possible use of conservation trust to assist with purchase on behalf of Town, allowing them to develop a few houses to recoup up to 50% of their costs, providing open space. Example of Trustees of Reservation given; need to approach Open Space Committee also.

Further suggestion for owner to obtain preliminary approval for subdivision, which increases value, creating increased value and capital gain write off by selling at reduced price, considered a donation of value.

Action items:

Schedule meeting with BOS and Fin Com late October, tentative date of 10/27 chosen, after election of officers.

Construct 1-2 page brief, requesting mandate.

Circulate/copy brief to all Boards of Town

Next meeting scheduled for 6:30 p.m., Thursday, October 23, 2008.

Action items assigned; all drafts circulated electronically by the 16th of October with final revisions to be distributed at meeting.

Brief to include overview and mandate and plan of approach.

Diane Lanney requested the Capital Committee include request notification by SB for lands coming out of Chapter, noting current notice of Guida's three remaining parcels coming out of Chapter currently.

Deb Roussel reported on request from Library Trustees to relocate offices in library basement to Slade Building, noting Mr. Hale had been assigned as Project Manager and was moving forward, assigning a deadline at the end of November. Ms. Lanney reported on concerns from library basement tenants.

Members agreed to move forward with office nominations, after securing consent of two new members present having not yet been sworn in.

Committee voted unanimously to nominate Diane Lanney as Chair on a motion by Bill Murray, seconded by Greg Cravedi to nominate. Vote: all in favor.

Committee voted unanimously to nominate Bill Murry as Vice-Chair on a motion by Diane Lanney, seconded by Greg Cavedi. Vote: all in favor.

Committee agreed there was no need to nominate a clerk, given Karen Chick's assent to continue with minutes.

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Debra A. Roussel,
Town Administrator